

Repeated Course for Credit Grade Suppression (SBE GCS-M-001 (7))

Repeated Course for Credit Grade Suppression is a process that replaces a previously stored failing grade with a new stored grade. This document will assist the user with setup at the LEA level and running the process at the school level.

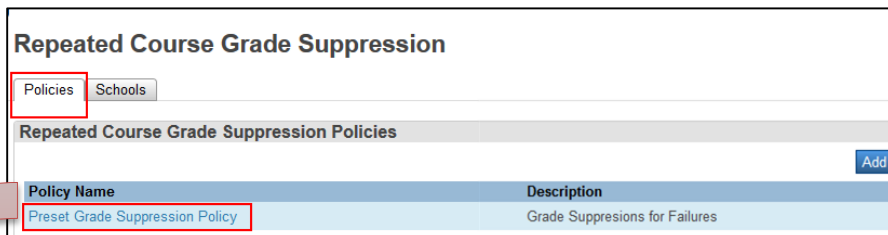
Important: The system will match the course number EXACTLY. **All** digits of a course number must match for the process to replace stored grades. This includes the local 3 digit course code suffix.

Note: The "equivalencies" functionality can be used to allow course suppression to replace grades for courses with different/varying course numbers. Each of the courses must be set up for this to function correctly.

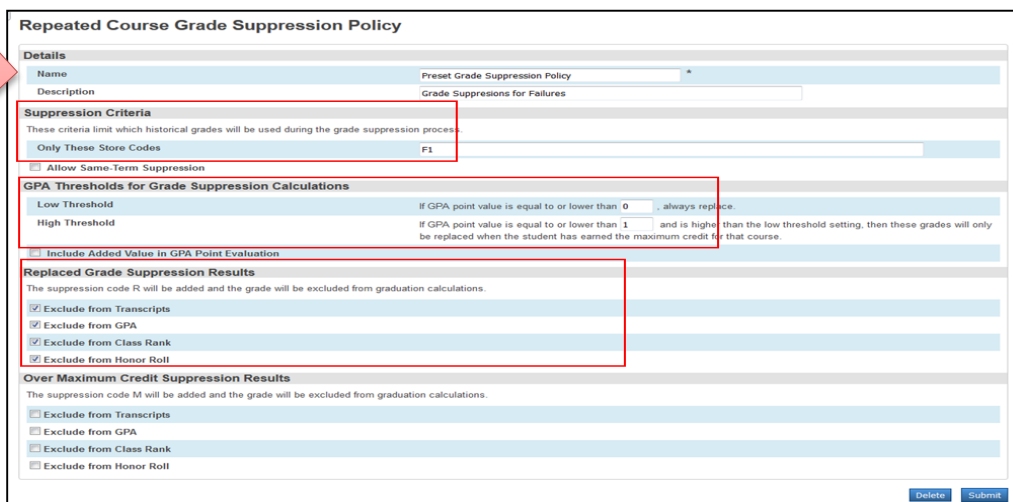
LEA Setup

Setup the Suppression Policy

Navigation: Start Page > LEA > Grading > Repeated Course Grade Suppression > Policy Tab



Policy Name	Description
Preset Grade Suppression Policy	Grade Suppressions for Failures



Repeated Course Grade Suppression Policy

Details

Name: Preset Grade Suppression Policy

Description: Grade Suppressions for Failures

Suppression Criteria

These criteria limit which historical grades will be used during the grade suppression process.

☒ Only These Store Codes: F1

☐ Allow Same-Term Suppression

GPA Thresholds for Grade Suppression Calculations

Low Threshold: If GPA point value is equal to or lower than 0, always replace.

High Threshold: If GPA point value is equal to or lower than 1, and is higher than the low threshold setting, then these grades will only be replaced when the student has earned the maximum credit for that course.

☐ Include Added Value in GPA Point Evaluation

Replaced Grade Suppression Results

The suppression code R will be added and the grade will be excluded from graduation calculations.

☒ Exclude from Transcripts

☒ Exclude from GPA

☒ Exclude from Class Rank

☒ Exclude from Honor Roll

Over Maximum Credit Suppression Results

The suppression code M will be added and the grade will be excluded from graduation calculations.

☐ Exclude from Transcripts

☐ Exclude from GPA

☐ Exclude from Class Rank

☐ Exclude from Honor Roll

Delete Submit

Repeated Course for Credit Grade Suppression

Click **Preset Grade Suppression Policy**

Note: Click **Add** to create a new policy

Important: This setup is for a single-credit course; more information for courses with different credit values will be added as it is available.

DETAILS:

1. Name:
 - a. The **Policy Name** and **Description** can be changed. The **Description** can be up to 256 characters.
2. **Suppression Criteria:**
 - a. **Store code** = F1 (NC final marks must be stored with the store code "F1".)
 - b. **Allow Same-Term Suppression** = will allow a mark with the same termid to replace a course grade during the permanently store grades process.
 - i. **Do not select this option.**
3. **GPA Thresholds for Grade Suppression Calculations**
 - a. **Low Threshold** = 0 (for a failing mark)
 - b. **High Threshold** = 1 (unless the course repeated earns a higher credit)
 - c. **Include Added Value in GPA Point Evaluation** = **Unchecked**
4. **Replaced Grade Suppression Results**
 - a. Check to exclude from: **Transcripts, GPA, Class Rank, and Honor Roll**
 - i. This prevents the original mark from showing on these reporting items or being used in a class rank calculation.
5. **Over Maximum Credit Suppression Results** – this is not part of the Repeated Course for Credit Grade Replacement policy.

Important: Over Maximum Credit Suppression Results will be applied to the replacement grades that are for a better grade. This is a local LEA option, not part of the SBE policy on repeating courses for credit.

Assign Schools Using the Suppression Policy

Navigation: Start Page > LEA > Grading > Repeated Course Grade Suppression > Schools


Repeated Course Grade Suppression

Policies **Schools**

☒ Exclude suppression calculations for historical grades from schools that do not use repeated course grade suppression.

Schools Not Using Grade Suppression			Schools Using Grade Suppression		
Name	Abbr.	Number	Name	Abbr.	Number
Asheville Middle	AMS	111356	Asheville High	AHS	111302
Claxton Elementary	CLX	111312	School of Inquiry and Life Sciences	SILSA	111700
Hall Fletcher Elementary	HFE	111304			
Ira B Jones Elementary	JON	111332			
Isaac Dickson Elementary	IDE	111306			
Vance Elementary	VAN	111360			
Asheville City Schools	PAS	111000			
CECAS	CECAS	111292			
Homeless	HOME	111297			
More At Four	MAF	111291			
DPI FTE School	FTE	111296			
Migrant	Migrant	111294			

> >> << < Reset

1. Select the schools, within the left-side list, that **the Repeated Course Grade Suppression** will apply. Use the CNTL key to select more than one school.
2. Click  to move the selected schools to the right, under the **Schools Using Grade Suppression** list and click **Submit**.

Important: Check **Exclude suppression for historical grades from schools that do not use repeated course grade suppression**.

Set Max Credit Hours for a Course

Navigation: Start > LEA > Courses > Select the needed course

Edit Course LEA Information - English I (10212X00)

LEA Fees Prerequisites Availability **Equivalencies**

Label	Value
Course Name	English I
Course Number	10212X00
Course Name	English I
External Course Code	
Credit Hours	1.00
Maximum Credit Hours	1.00
CIP Code	
Program for All Sections	
Credit Type	1021 (no spaces)
Default Maximum Enrollment	24
Department	ELA
Subject Area	1021

CTE Course Flag ☐ Associate

Repeated Course for Credit Grade Suppression

CAUTION: The **Max Credit Hours** value *must be* equal to the **Credit Hours** of the course. For example, if the Credit is two set the Maximum Credit Hours equal to two.

The Maximum Number of Credit values *must* be entered for all courses that will be evaluated during the Grade Suppression process. During the Grade Suppression process, the Maximum Number of Credit on a course is evaluated against the stored credit (in Historical Grades.) If the student's earned-course credit is zero and a Maximum Number of Credit is defined higher than zero on the course, the Grade Suppression process views that grade as a potential for grade replacement. Once the student has re-taken and passed the EXACT course, the Grade Suppression process will replace the failed grade.

If the Maximum Number of Credit is left at zero, the credit is unattainable and, therefore, will never be reached during the grade suppression process.

Set Repeated Course Grade Suppression for a Grade Scale

Navigation: Start > LEA > Grading – Grade Scale

Start Page > LEA Setup > Grade Scales > Grade Scale: NC 10-Point Scale

Edit Grade Scale: NC 10-Point Scale

Name: NC 10-Point Scale

Description: NC 10-Point Scale

Repeated Course Grade Suppression Policy: **None**

Note: To allow teachers to modify gradescales, sign in to PowerTeacherPreset Grade Suppression Policy Grade Scales, and select the Editable checkbox next to each gradescale. The selected gradescales are then editable in PowerTeacher gradebook.

Delete Submit

Grade Scale

Grade	Description	Grade Pts	Alt. Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale	Cut-off Percent	Grade Value
100	100	4.000	0.000	Yes	Yes	Yes	Yes	99.5	100
99	99	4.000	0.000	Yes	Yes	Yes	Yes	98.5	99
98	98	4.000	0.000	Yes	Yes	Yes	Yes	97.5	98
97	97	4.000	0.000	Yes	Yes	Yes	Yes	96.5	97
96	96	4.000	0.000	Yes	Yes	Yes	Yes	95.5	96
95	95	4.000	0.000	Yes	Yes	Yes	Yes	94.5	95
94	94	4.000	0.000	Yes	Yes	Yes	Yes	93.5	94

1. Select the needed Grade Scale and click the Edit icon
2. Click the drop down **Repeated Course Grade Suppression Policy** and select the policy to associate with the grade scale
3. Click **submit**

School Setup and Running the Repeated Course for Credit Grade Suppression Process

Important: Permanently Store Grades for F1 (Final Marks) must be completed prior to running the Repeated Course for Credit Grade Suppression process.

Repeated Course for Credit Grade Suppression

Important: Select the students for the Repeated Course for Credit Grade Suppression Process – *Student Selections QRD*: http://www.nc-sis.org/student_information.html

Navigation: Start > System > Repeated Course Grade Suppression

The screenshot shows a web form titled "Repeated Course Grade Suppression". Below the title is a grey instruction bar: "Select which historical grades are to be evaluated by the Repeated Course Grade Suppression Process." The form contains several sections with light blue headers:

- Evaluate grades for the currently selected (1) students only.** This section has a checked checkbox.
- Term Range:** Includes "From" and "To" dropdown menus.
- Store Codes:** Includes a text input field.
- Stored Date:** Includes "From" and "To" date pickers (MM/DD/YYYY).
- Course Numbers:** Includes a text input field.
- Credit Types:** Includes a text input field.

An "Update Selection" button is located at the bottom right of the form.

1. **Evaluate grades for the currently selected (##) students only.** – To use the current student selection click the checkbox.
2. **Term Range:** Can be used to filter based on a Term Range
 - a. **From** – Using the Drop Down select the term failed
 - b. **To** – Using the Drop Down select the replacement term
3. **Stored Codes** = F1

Note: Final Marks must be stored under F1 for the NC Transcript.

4. **Stored Dates:** Can be used to filter based on a store date.
 - a. **From** – Click on and select the desired date.
 - b. **To** – Click on and select the desired date.
5. **Course Numbers** Can be used to filter based on certain course number

Note: Multiple courses can be entered at one time. Separate multiple courses with a comma.

6. **Credit Type**
7. **Update Selection**

Repeated Course for Credit Grade Suppression

8. The following screen appears for the user to validate – Click Run Repeated Course Grade Suppression Process

Repeated Course Grade Suppression

Select which historical grades are to be evaluated by the Repeated Course Grade Suppression Process.

☒ Evaluate grades for the currently selected (1) students only.

Term Range From 15-16 Semester 1 To 15-16 Semester 2

Store Codes F1

Stored Date From To

Course Numbers 10212X00

Credit Types

Update Selection

Preview Historical Grade Selection Count

2 Historical Grade Records Selected

Running the Repeated Course Grade Suppression Process may affect other stored grades.

Run Repeated Course Grade Suppression Process

Preview Historical Grade Selection Count

2 Historical Grade Records Selected

Running the Repeated Course Grade Suppression Process may affect other stored grades.

Process Complete

1 grades affected

9. The user will be notified when the process is completed.